



September 2008

Child Development Clerk/Family Liaison

Basic Function

The Child Development Clerk/Family Liaison will work under the supervision of the Children's Center Supervisor to provide clerical support for the child development programs under the terms and conditions of Title 22 and Title 5, and support for families enrolled in the child development programs.

Distinguishing Characteristics

Provide clerical support for the General Child Care, State Preschool and LAUP preschool programs including enrollments, completing monthly, quarterly, and annual state reports, and other clerical duties as assigned. Provide program support by assisting with family events, parent workshops, and provide information on resources to families as needed. Work closely with families to assist in complying with program requirements and accessing needed resources.

Duties

Work in the office as part of a team to provide clerical support for the child development programs. Answer telephones, work with the public, filing, typing as necessary, and provide routine information to families. Write receipts, handle petty cash and assist in monitoring classroom budgets;

Assist with enrollments, maintenance of folders and family eligibility, inputting data including the Los Angeles Centralized Eligibility List;

Complete a variety of state reports for the child development programs including attendance reports and any other types of reports that may be required;

Assist with calling and arranging for staffing/subs for the day;

Provide breaks for classroom staff as needed or cover classroom if no substitute available;

Work closely with program administration in coordinating family events, parent workshops, and parent meetings;

Maintain family parent boards, assist families in finding resources, responsible for getting letters or flyers translated into Spanish;

Child Development Clerk/Family Liaison - contd.

Other duties as assigned to meet the operational needs of the Child Development Programs.

Knowledge and Abilities

Knowledge of:

Modern office practices, procedures, and equipment;
Record keeping techniques;
Correct English usage, grammar, spelling, punctuation, and vocabulary;
Oral and written communication skills;
Interpersonal skills using tact, patience, and courtesy;
Telephone and email techniques and etiquette;
Organizational skills to maintain different responsibilities.

Ability to:

Perform clerical duties such as filing, copying, typing, and maintaining records;
Operate office equipment such as computers, calculators, and copiers;
Adapt to use of new computer programs;
Perform basic math computations;
Understand and follow oral and written instructions;
Maintain records and files;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with other staff and personnel in the school district;
Work effectively with families and other members of the public;
Work independently and be self-directed in completing assignments;
Able to drive and have a vehicle for travel to and from off-site programs.

Education and Experience

One year of experience in a general clerical position. Minimum one year of experience with state funded child development programs preferred.

Equivalent to graduation from high school. Additional relevant training or education is desirable.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 136
- School Year